

Job Title: Social Protection and Family Strengthening Advisor
Location: Abidjan, Côte d'Ivoire
Posting Date: XXXXX

POSITION DESCRIPTION

1. Basic Function of the Position

The role of the SPFSA is to serve as the USG/PEPFAR technical expert in social protection, OVC policy, family strengthening, and household economic strengthening, and to manage USAID's orphans and vulnerable children portfolio, currently consisting of four Cooperative Agreements totaling over \$30 million over life of project to build sustainable capacity for OVC service delivery in Cote d'Ivoire.

2. Major Responsibilities and Duties

Under the direct supervision of the USAID Deputy Program Manager and functionally supervised by the PEPFAR Care and Support Deputy Branch Chief, the SPFSA performs the following duties:

Programmatic and Technical Representation (25%)

- Serve as the lead USG/PEPFAR technical expert on issues related social protection, OVC policy, family strengthening, and household economic strengthening
- Play a leadership role in the collaboration between the USAID and CDC **orphans and vulnerable children (OVC)** portfolios, and with other sectors such as democracy/governance and education as related to social protection and family strengthening
- Liaise with key stakeholders including the MSLS, donors, implementing partners, and other PEPFAR team members on issues related to OVC, especially policy development/implementation/monitoring and household economic strengthening
- Participate in relevant meetings and technical working groups on OVC topics
- Provide technical analysis/input regarding OVC policy issues, participate in development/revision of OVC policies based on best practices, monitor USG and Government of Cote d'Ivoire policy changes, and highlight potential impacts of these changes on OVC service delivery
- Identify and promote new opportunities, partnerships, and approaches which support economic development for OVC households

Program Monitoring and Management (45%)

- Serve as Agreement Officer Representative (AOR) for the AVSI Cooperative Agreement for OVC activities
- Serve as AOR for the Save the Children Cooperative Agreement for OVC activities
- Serve as Activity Manager for OVC portion of the Geneva Global Cooperative Agreement
- Serve as Activity Manager for the USAID/W FANTA III nutrition activities in Cote d'Ivoire
- Conduct regular site visits to assess performance USAID OVC activities
- In coordination with the USAID Strategic Information Branch, provide technical oversight for monitoring and evaluation (including data quality assessments) for USAID OVC activities
- Provide recommendations for coordinating and strengthening OVC activities and support across USG/PEPFAR programs

Preparation of Key Mission Documents (20%)

- Provide regular and ad hoc analyses and reports as requested and disseminate information on progress and improvements in access to OVC services, including information from site visits, partner reports, and national data systems
- Contribute technical information and data, as requested, for the preparation of documents such as annual/semi-annual performance reports, operational plan/Country Operational Plan, Congressional Notifications, Congressional Budget Justifications, portfolio reviews, cables, Fact Sheets, etc.

Other Duties as Assigned (10%)

- Assist the USAID PEPFAR team with other tasks related to the planning, implementation, monitoring and evaluation of USAID support to the health sector in Cote d'Ivoire.

3. Qualifications

Successful candidate will meet the following requirements:

- Master's degree in relevant social science field, economics, or related area, AND

Minimum of five years of experience in community-based care and support for people living with HIV, orphans and vulnerable children impacted by HIV/AIDS, and/or other highly vulnerable populations; including direct experience in at least one of the following areas related to household economic strengthening (i.e. savings groups, income generation activities, etc.), and social protection (i.e. advocacy for social protection policies, promoting donor and ministerial coordination for social protection policies and approaches, implementation of social protection schemes, etc.)

- Sound knowledge of the main technical and community-based care and support for people living with HIV and/or family-centered assistance for OVC
- Applied understanding of key concepts, approaches, good practices, and technical issues around household economic strengthening for highly vulnerable populations (such as PLHA and OVC) and child- and HIV-sensitive social protection
- Good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting
- Excellent communication skills in written and spoken French (Level IV – fluency in speaking/reading/writing)
- Good written and spoken English (Level III – general professional proficiency), including capacity to prepare basic written reports in English
- Excellent interpersonal and teamwork skills in a diverse, multi-cultural environment involving multiple government agencies, implementing partners, and other stakeholders whose productive collaboration is essential for program effectiveness

4. Available Guidelines

The incumbent is required to understand and apply USAID policies and procedures that govern project activity management, in addition to relevant Department of State administrative operating procedures, policies and formats. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent must be proactive in keeping up-to-date on GOCI policies, laws, strategies, and standards, in addition to international best practices and PEPFAR guidance and technical considerations related to programming for orphans and vulnerable children.

5. Supervision

The SPFSA position, based at the U.S. Embassy in Abidjan, is within the Care and Support Branch of USAID/PEPFAR Côte d'Ivoire. Working under the direct supervision of the Care

and Support Branch Chief, the SPFSA collaborates with other members in the USAID/PEPFAR Côte d'Ivoire spanning technical areas such as health systems strengthening, strategic information, monitoring and evaluation, and quality improvement. As a local expert in OVC programming, the incumbent is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

The SPFSA does not directly supervise other USAID/PEPFAR staff.

6. Exercise of Judgment

In instances not clearly covered by written guidelines, the incumbent uses her/his own well-informed judgment to devise and recommend innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG Côte d'Ivoire and other key stakeholders to resolve problems that arise during the course of work for which there is often no clear or immediate solution. Incumbent is expected to give feedback to senior-level USG staff and partners for quality improvement of OVC programs and activities.

7. Authority to Make Commitments

The incumbent has no independent authority to commit funds on behalf of the U.S. Government. The position has authority and responsibility to make technical recommendations to agency and/or PEPFAR managers.

8. Nature, Level and Purpose of Contacts

Contacts are with mid-level political, administrative and technical representatives of the GOCI, implementing partner organizations, community-based organizations, community members and beneficiaries, donors, the U.S. Embassy, USAID/West Africa, and the USG PEPFAR/CI team. Incumbent must provide consistent and credible representation of PEPFAR and USAID to all the above and to coordination bodies for technical, strategic, policy and programmatic issues within the scope of his/her duties.

9. Post Entry Training

The incumbent is expected to possess the necessary technical training and skills required to perform the duties and responsibilities of the position within one year. Ongoing professional development focusing on updates in OVC best practices, tools and evaluation strategies will be provided via in-country, regional, and/or on-line training. Specifically, technical training related to OVC policy issues and household economic strengthening may be required to reach full proficiency. PEPFAR and agency-specific training in approaches to program management, reporting, and evaluation may also be required.

10. Time required to perform full range of duties after entry into the position

One year

SELECTION CRITERIA

Education (20 points)

- Master's degree in a relevant social science field, economics, or related area plus four years experience OR Bachelor's degree in relevant social science field, economics, or related area plus six years experience

Work Experience (40 points):

- Minimum of six years (with Bachelor's degree) or four years experience (with Master's degree) of community-based care and support for people living with HIV, orphans and vulnerable children impacted by HIV/AIDS, and/or other highly vulnerable populations
- Work includes direct experience in at least one of the following areas related to household economic strengthening (i.e. savings groups, income generation activities, etc.), and social protection (i.e. advocacy for social protection policies, promoting donor and ministerial coordination for social protection policies and approaches, implementation of social protection schemes, etc.)
- Relevant experience in developing country is highly desirable

Knowledge (20 points)

- Sound knowledge of the main technical and substantive issues related to community-based care and support for people living with HIV and/or family-centered assistance for OVC
- Applied understanding of key concepts, approaches, good practices, and technical issues around household economic strengthening for highly vulnerable populations (such as PLHA and OVC) and child- and HIV-sensitive social protection

Skills and Abilities (20 points)

- Good computer skills in use of Microsoft Office software (i.e. Excel, Word, Power Point) for data analysis and reporting
- Excellent communication skills in written and spoken French (Level IV – fluency in speaking/reading/writing)
- Good written and spoken English (Level III – general professional proficiency), including capacity to prepare basic written reports in English
- Excellent interpersonal and teamwork skills in a diverse, multi-cultural environment